



# TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 42]

CHENNAI, WEDNESDAY, OCTOBER 20, 2021  
Aippasi 3, Pilava, Thiruvalluvar Aandu-2052

## Part VI—Section 3(b)

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## NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

## UNIVERSITY AUTHORITIES

## TAMIL NADU NATIONAL LAW UNIVERSITY

**Recruitment and Qualifications of Employees other than Officers and Academic Staff of Tamil Nadu National Law University as Annexure - I and Pay Scales of Academic Staff & Pay Scales of Non Academic Staff as Annexure - II to the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016.**

(Letter No. 1587/REGR/TNNLU/2021)

No. VI-3(b)/24/2021.

In the Notification No.VI-3(b)/15/2016, dated: 15-06-2016 “the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016” have been published in the *Tamil Nadu Government Gazette*. In the said regulation, the provisions of “Recruitment and Qualifications of Employees other than Officers and Academic Staff of Tamil Nadu National Law University” have been published as Annexure - I and “Pay Scales of Academic Staff & Pay Scales of Non Academic Staff” have also been published as Annexure - II to the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016.

2. Now, in exercise of the powers conferred under Section 25 (a) of the Tamil Nadu National Law University Act, 2012 (Tamil Nadu Act No.9 of 2012) and in supersession of the provisions of “Recruitment and Qualifications of Employees other than Officers and Academic Staff of Tamil Nadu National Law University” as Annexure - I and “Pay Scales of Academic Staff & Pay Scales of Non Academic Staff” as Annexure - II to the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016 which were published in the *Tamil Nadu Government Gazette* vide Notification No.VI-3(b)/15/2016, published at pages 45-50 of Part VI-Section 3(b) of the *Tamil Nadu Government Gazette*, dated 15th June 2016, the Executive Council of the Tamil Nadu National Law University hereby revises the “Recruitment and Qualifications of Employees other than Officers and Academic Staff of Tamil Nadu National Law University” as Annexure - I and “Pay Scales of Academic Staff & Pay Scales of Non Academic Staff” as Annexure - II to the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016.

3. The above revised provisions i.e., **Recruitment and Qualifications of Employees other than Officers and Academic Staff, Pay Scales of Academic Staff and Pay Scales of Non Academic Staff** shall come into force on and from the date of its publication in the *Tamil Nadu Government Gazette*.

4. The revised **Recruitment and Qualifications of Employees other than Officers and Academic Staff** are as follows:-

## ANNEXURE - I

**Recruitment and Qualifications of Employees other than Officers and Academic Staff**

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
(1)	(2)	(3)	(4)	(5)	(6)
1.	Deputy Registrar	By Promotion/ Deputation	<b>For Promotion:</b> From among the post of Assistant Registrars who have minimum 5 years of experience as Assistant Registrar.  <b>For Deputation:</b> 2 years of experience as Under Secretary to Government in Secretariat, Government of Tamil Nadu or equivalent post in any.	NA	Executive Council

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
2.	Assistant Registrar	By Direct/ Promotion / Deputation	<p><b>For Direct recruitment:</b></p> <p>1. Master Degree in any discipline with at least 55% of marks or its equivalent grade.</p> <p>2. <b>Three (3) years</b> of experience in total as <b>Assistant Section Officer</b> in Judiciary, Secretariat of Government of Tamil Nadu, any University in Tamil Nadu, Government or Public Sector Institution in Tamil Nadu.</p> <p>3. A Degree in law is preferable.</p> <p><b>For Promotion:</b></p> <p>From among the posts of Section Officer who have minimum <b>3 years</b> of experience as Section Officer</p> <p><b>For Deputation:</b></p> <p>Two (2) Years of experience as Section Officer in Secretariat, Government of Tamil Nadu</p> <p style="text-align: center;">or</p> <p>Two (2) years of experience as Section Officer in Madras High Court or its Madurai Bench or any other Government University.</p>	45	Executive Council
3.	Estate Officer/ Assistant Engineer	By Direct/ Deputation	<p><b>For Direct recruitment:</b></p> <p>1. Bachelor of Engineering.</p> <p>2. <b>Three (3) years</b> of Experience in total as <b>Junior Engineer</b> with experience in Building / Facility Management in <b>Public Works Department</b>, any University in Tamil Nadu, Government or Public Sector Institution in Tamil Nadu.</p> <p><b>For Deputation:</b></p> <p>2 Years of experience as Assistant Engineer in Public Works Department.</p>	45	Executive Council
4.	Junior Engineer	By Direct	<p><b>For Direct recruitment:</b></p> <p>1. Diploma in Civil Engineering.</p> <p>2. Three (3) years of Experience in total with experience in Building / Facility Management in <b>Public Works Department</b>, any University in Tamil Nadu, Government or Public Sector Institution in Tamil Nadu.</p>	45	Executive Council
5.	Section Officer	By Promotion/ Deputation	<p><b>For Promotion:</b></p> <p>From among the holders of post of Assistant Section Officer who have minimum <b>3 years</b> of experience as Assistant Section Officer.</p> <p><b>For Deputation:</b></p> <p>3 Years of experience as Assistant Section Officer in Secretariat, Government of Tamil Nadu</p> <p style="text-align: center;">or</p> <p>3 Years of experience as Assistant Section Officer in Madras High Court or its Madurai Bench.</p>	NA	Executive Council

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
6.	Museum Curator	By Direct Recruitment  or  Deputation	<p><b>For Direct Recruitment:-</b> A Master's degree in Museology  and  3 years of experience in total as Museum Curator on regular or adhoc or contractual basis in the Government Department of Museum or any University or any College or Government or Public Sector Institution.</p> <p><b>For Deputation:-</b> 2 years of experience in total as Museum Curator on regular basis in the Government Department of Museum or any University or any College or Government or Public Sector Institution.</p>	<p><b>For Direct Recruitment:-</b>  No maximum age limit.  (Explanation- No maximum age limit shall mean that the applicants should not have completed 60 years of age either on the date of notification or at the time of selection/ appointment to the post).</p>	Executive Council
7.	Technical Officer  (System Consultant)	By Direct / Deputation	<p><b>For Direct recruitment:</b> 1. M.C.A/B.E(C.E)/M.S.C(I.T)  2. <b>Must have 3 years of experience in total on regular or adhoc or contractual</b> in network system administration with advance knowledge in computer hardware, <b>in Judiciary, any Department of Government, any University, any Government or Public Sector Institution.</b></p> <p><b>For Deputation:</b>  3 years of experience as Technical Officer or its equal posts who are working in Departments under the administrative control of Information Technology Department of Government of Tamil Nadu.</p>	40	Executive Council
8.	Assistant Section Officer	By Direct / Promotion / Deputation	<p><b>For Direct recruitment:</b> 1. Degree in any discipline  2. 3 years of experience <b>in total as Assistant on regular or adhoc or contractual in Judiciary, any Department of Government, any University, any Government or Public Sector Institution.</b></p> <p><b>For Promotion:</b> From among the post of Assistants who have minimum 3 years of experience as Assistant.</p> <p><b>For Deputation:</b> 3 years of experience as Assistant in Secretariat or 3 years of experience as Assistant Section Officer in any Government University.</p>	45	Executive Council

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
9.	Public Relations Officer	By Direct/ Deputation	<p><b>For Direct recruitment:</b></p> <ol style="list-style-type: none"> <li>1. Degree in any discipline</li> <li>2. Diploma in Journalism/ Public relations</li> <li>3. 5 years experience as Assistant Public Relations officer in any University, Government, or Public sector institution.</li> </ol> <p><b>For Deputation:</b></p> <p><b>3 Years</b> of Experience as Assistant Public Relations Officer in the Administrative Department of Tamil Development and Information Department (Director, Information and Public Relations Department, Secretariat, St. George Fort, Chennai-600 009).</p> <p>or</p> <p>Deputy Superintendant of Police with 2 years of experience in DSP Cadre.</p>	45	Executive Council
10.	Data Entry Operator (Assistant)/ Computer Operator	By Direct / Deputation	<p><b>For Direct recruitment:</b></p> <ol style="list-style-type: none"> <li>1. A Degree in any discipline with one year Diploma in Computer Application <b>or Post Graduate Diploma in Computer Application (PGDCA).</b></li> <li>2. Typewriting Senior Grade in English &amp; Tamil.</li> <li>3. Three (3) years of experience <b>in total</b> as Data Entry Operator/ Computer Operator <b>on regular or adhoc or contractual in Judiciary, any Department of Government, any University, any Government or Public Sector Institution.</b></li> </ol> <p><b>For Deputation:</b></p> <p>3 years of experience as Data Entry Operator/ Computer Operator who are working in Departments under the administrative control of Information Technology Department of Government of Tamil Nadu.</p>	40	Vice-Chancellor
11.	Residential Warden	Contractual Engagement	<p>In the 25th meeting of Executive Council of TNNLU held on 11.01.2019, among others it has been resolved that the posts of Caretaker/Residential Warden were <b>only to be filled by temporary contractual engagement on consolidated basis.</b></p> <p>However, the following <b>Qualification and Experience</b> may be taken into consideration while <b>contractual engagement:-</b></p> <ol style="list-style-type: none"> <li>1. Degree in any discipline</li> <li>2. 3 years of experience as Warden in University or Government or any Public Sector Institution.</li> </ol>	45	Vice-Chancellor
12.	Assistant Residential Warden	By Direct	The posts of Assistant Residential Warden may be filled by temporary contractual engagement on consolidated basis.	40	Vice-Chancellor

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
13.	Personal Assistant	By Direct	<p><b>For Direct recruitment:</b></p> <p>1. A Degree in any discipline.</p> <p>2. Must have passed the Government Technical Examination in Typewriting.</p> <p>(i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or</p> <p>(iii) by the Higher Grade in English and Lower Grade in Tamil;</p> <p>Preference will be given for candidates with qualification in item (i), followed by item (ii) and then for candidates with qualification in item (iii).</p> <p>Preference will be given to the candidates who have work experience of 3 years in any University, Government or Public sector institution.</p> <p>Preference will be given to the candidates with Shorthand as follows:-</p> <p>(i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or</p> <p>(iii) by the Higher Grade in English and Lower Grade in Tamil.</p>	40	Vice-Chancellor
14.	Assistant (General)	By Direct / Promotion / Deputation	<p><b>For Direct recruitment:</b></p> <p>1. A Degree in any discipline</p> <p>2. Must have passed the Government Technical Examinations in Typewriting.</p> <p>(i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or</p> <p>(iii) by the Higher Grade in English and Lower Grade in Tamil;</p> <p>Preference will be given for candidates with qualification in item (i), followed by item (ii) and then for candidates with qualification in item (iii).</p> <p>3. Experience as Junior Assistant for 3 years <b>in total on regular or adhoc or contractual</b> in any University, Government or Public sector institution.</p> <p><b>For Promotion:</b></p> <p>From among the holders of post of Junior Assistant who have minimum 3 years of experience as Junior Assistant</p> <p><b>For Deputation:</b></p> <p>Two years of experience as Assistant <b>in Secretariat or any Government University or Government Colleges or Government Departments or any Public Sector Institutions.</b></p>	40	Vice Chancellor

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
15.	Accountant-Assistant	By Direct / Promotion / Deputation	<p><b>For Direct recruitment:</b></p> <ol style="list-style-type: none"> <li>1. A Degree in Commerce</li> <li>2. Typewriting in Junior Grade in English</li> <li>3. At least 3 years experience as Junior Assistant in accounts department of any University, Government and Public Sector Institution.</li> </ol> <p><b>For promotion:</b></p> <p>From among the holders of the post of Junior Assistants who have minimum 3 years of experience and possess a degree in Commerce.</p> <p><b>For Deputation:</b></p> <p>Two years of experience as Assistant in the <b>Department of Treasuries and Accounts or Finance Department in Secretariat or any Government University or Government Colleges or Government Departments or any Public Sector Institutions.</b></p>	40	Vice-Chancellor
16.	Junior Assistant	By Direct / Promotion	<p><b>For Direct recruitment:</b></p> <ol style="list-style-type: none"> <li>1. A Degree in any discipline.</li> <li>2. Must have passed the Government Technical Examinations in Typewriting.               <ol style="list-style-type: none"> <li>(i) by the Higher Grade in Tamil and English; or</li> <li>(ii) by the Higher Grade in Tamil and Lower Grade in English; or</li> <li>(iii) by the Higher Grade in English and Lower Grade in Tamil;</li> </ol> </li> </ol> <p>Preference will be given for candidates with qualification in item (i), followed by item (ii) and then for candidates with qualification in item (iii).</p> <ol style="list-style-type: none"> <li>3. Preference will be given to the candidates who have work experience of 3 years in any University, Government or Public sector institution.</li> </ol> <p><b>For promotion:</b></p> <p>From among the posts of Record Clerk who satisfy the above qualification with minimum 5 years experience as Record Clerk.</p>	40	Vice-Chancellor
17.	Record Clerk	By Promotion	<p><b>For Promotion:</b></p> <p>Post will be filled by promotion from the eligible Office Assistants</p>	NA	Vice-Chancellor
18.	Office Assistant (Basic Servant)	By Direct	<p><b>For Direct recruitment:</b></p> <ol style="list-style-type: none"> <li>1. Pass in SSLC</li> </ol> <p>Preference given for possession of valid driving license</p>	40	Vice-Chancellor

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
19.	Sweeper-cum-OA	By Outsourcing	In the 25th meeting of Executive Council of TNNLU held on 11.01.2019, among others it has been resolved that the posts of Sweeper-cum-OA were only to be filled only by <b>outsourcing</b> .	NA	NA
20.	Gardener-cum-Watchman	By Outsourcing	In the 25th meeting of Executive Council of TNNLU held on 11.01.2019, among others it has been resolved that the posts of Gardener-cum-Watchman were only to be filled only by <b>outsourcing</b> .	NA	NA
21.	Driver cum OA	By Direct	<b>For Direct recruitment:</b> 1. Pass in SSLC  2. Possession of valid license for driving with 5 years experience in driving in City.  Preference will be given to the person having 2 years of experience of driver in public sector out of 5 years required.	40	Vice-Chancellor
22.	Electrician/Plumber	By Direct	<b>For Direct recruitment:</b> 1. Pass in HSSC  2. A pass in National Trade / Certificate in I.T.I . Wireman's Trade and plumbing (Experience for 2 years in Public Sector will be preferred).	40	Vice-Chancellor
23.	Carpenter	By Direct	<b>For Direct recruitment:</b> 1. Pass in HSSC  2. A pass in National Trade / Certificate in I.T.I Carpentry (Experience for 2 years in Public Sector will be preferred).	40	Vice-Chancellor
24.	Sergeant	By Direct	<b>For Direct recruitment:</b>  Must have served as an Officer in the rank of Jamedar and Subedar in the Indian Army or equivalent rank in other Defense Forces of India.  As per the G.O.(Ms)No. 988, Personnel and Administrative Reforms (Per-R) Department Dated: 22.09.1981, the Age limit for the candidates belongs to Scheduled Caste is -53. For Others-48.	53	Vice-Chancellor
25.	Scavenger (Sanitary Worker)	By Outsourcing	In the 25th meeting of Executive Council of TNNLU held on 11.01.2019, among others it has been resolved that the posts of Housekeepers, Gardener-cum- Watchman and Sweeper cum O.A were only to be filled only by <b>outsourcing</b> .	NA	NA
26.	Marker-cum- Office Assistant	By Direct	<b>For Direct recruitment:</b> 1. Pass in SSLC Driving – preferable Preference given for possession of valid driving license.	40	Vice-Chancellor
27.	House Keeper / Supervisor	By Outsourcing	In the 25th meeting of Executive Council of TNNLU held on 11.01.2019, among others it has been resolved that the posts of Housekeepers, Gardener-cum-Watchman and Sweeper cum O.A were only to be filled only by <b>outsourcing</b> .	NA	NA

No	Category of Employees	Method of Recruitment/ Appointment	Revised Qualification and Experience	Age (not exceeding)	Appointing Authority
28.	Hostel Matron (in Women's Hostel)	By Direct	<b>For Direct recruitment:</b> 1. Pass in HSSC 2. 3 years experience in any University, Government and Public institution	40	Vice-Chancellor
29.	Staff Nurse	By Direct	<b>For Direct recruitment:</b> 1. Degree in Nursing recognized by the Nursing Council of India recognized by Nursing and Mid. 2. 3 years experience in Public or Private Health Sector.	40	Vice-Chancellor
30.	Semi Professional Assistant (Library)	By Direct / Promotion	<b>For Direct recruitment:</b> Bachelor's degree in Library and Information Science Preference will be given to the candidates who have Post Graduate Diploma in Library Automation and Networking or PGDCA. <b>For promotion:</b> Library Assistant possessing Bachelor's degree in Library and Information Science with 5 years of service in the cadre of Library Assistant.	40	Vice-Chancellor
31.	Library Assistant	By Direct / Promotion	<b>For Direct recruitment:</b> Bachelor's degree in Library and Information Science <b>Or</b> Bachelor's degree in any discipline with Diploma/ Certificate in Library Science from a recognized institutions. <b>Desirable:-</b> (i) Working knowledge of Computer Application as evidenced by a Diploma/Certificate course from a recognized institution. (ii) Typing, Data Entry Operation or experience of working in a library. <b>For promotion:-</b> Library Attendant with 6 years of regular service and possessing Diploma/Certificate in Library Science.	40	Vice-Chancellor
32.	Library Attendant	By Direct	<b>For Direct recruitment:</b> Class 10th Standard from a recognized School/Board. <b>Desirable:-</b> Class 12th Standard from a recognized School/Board.	40	Vice-Chancellor

\*The Age limit is applicable only for Direct Recruitment and not applicable for Promotion or Deputation or Out Sourcing.

Tiruchirappalli,  
12th October 2021.

K.R. LEELA,  
Registrar,  
Tamil Nadu National Law University.

## ANNEXURE – II

## Pay Scales of Academic Staff

Sl. No.	Category of Employees	Pre-revised Scale of Pay (in Rupees)	Revised Scale of Pay as per G.O(Ms) No.145, Higher Education (H1) Department, Dated: 06-07-2018 (in Rupees)
1.	Professor	PB-37400-67000 + AGP. 10000	1,44,200 - 2,18,200 (Academic Level 14)
2.	Librarian	PB-37400-67000 + AGP. 10000	1,44,200 - 2,18,200 (Academic Level 14)
3.	Associate Professor	PB-37400-67000 + AGP. 9000	1,31,400 - 2,17,100 (Academic Level 13A)
4.	Deputy Librarian	PB-15600-39100 + AGP. 8000	79,800 - 2,11,500 (Academic Level 12)
5.	Assistant Professor	PB-15600-39100 + AGP. 6000	57,700 - 1,82,400 (Academic Level 10)
6.	Assistant Librarian	PB-15600-39100 + AGP. 6000	57,700 - 1,82,400 (Academic Level 10)
7.	Assistant Director of Physical Education	PB-15600-39100 + AGP. 6000	57,700 - 1,82,400 (Academic Level 10)

## Pay Scales of Non Academic Staff

S.No	Category of Employees	Pre-revised Scale of Pay (in Rupees)	Revised Scale of Pay as per G.O(Ms) No.303, Finance (Pay Cell) Department, Dated: 11-10-2017 (in Rupees)
1.	Registrar	37400-67000 +AGP. 10000	As per G.O(Ms) No.145, Higher Education (H1) Department, Dated: 06-07-2018, the pay of Registrar shall be fixed with reference to their primary cadre.
2.	Controller of Examinations	37400-67000 + AGP. 10000	As per G.O(Ms) No.145, Higher Education (H1) Department, Dated: 06-07-2018, the pay of Controller of Examinations shall be fixed with reference to their primary cadre.
3.	Finance Officer	15600-39100 +GP. 6600	59,300-1,87,700 (Level 25)
4.	Deputy Registrar	15600-39100 + GP 7600	61,900 – 1,96,700 (Level 26)
5.	Public Relations Officer	15600-39100 + GP 6600	59,300-1,87,700 (Level 25)
6.	Assistant Registrar	15600-39100 + GP 5400	56,100 – 1,77,500 (Level 22)
7.	Estate Officer/Assistant Engineer	9300-34800+ GP. 5100	37,700 – 1,19,500 (Level 20)
8.	Section Officer	9300-34800+ GP. 4700	36,700 – 1,16,200 (Level 17)
9.	Museum Curator	9300-34800+ GP. 4700	36,700 – Rs.1,16,200 (Level 17)
10.	Assistant Section Officer	9300-34800 + GP 4400	35,900 – 1,13,500 (Level 13)

S.No	Category of Employees	Pre-revised Scale of Pay (in Rupees)	Revised Scale of Pay as per G.O(Ms) No.303, Finance (Pay Cell) Department, Dated: 11-10-2017 (in Rupees)
11.	Technical Officer (System Consultant)	9300-34800 + GP 4400	35,900 – 1,13,500 (Level 13)
12.	Sergeant	9300-34800+GP. 4400	35,900 – 1,13,500 (Level 13)
13.	Junior Engineer	9300-34800+GP 4400	35,900 – 1,13,500 (Level 13)
14.	Staff Nurse	9300-34800 + GP 4200	35,400 – 1,12,400 (Level 11)
15.	Assistant (General)	5200-20200 + GP 2800	20,600 – 65,500 (Level 10)
16.	Accountant -Assistant	5200-20200+GP. 2800	20,600 – 65,500 (Level 10)
17.	Data Entry Operator / Computer Operator	5200-20200 + GP 2800	20,600 – 65,500 (Level 10)
18.	Personal Assistant	5200-20200 + GP 2800	20,600 – 65,500 (Level 10)
19.	Residential Warden/Care Taker	Contractual engagement on consolidated basis	Contractual engagement on consolidated basis
20.	Assistant Residential Warden	Contractual engagement on consolidated basis	Contractual engagement on consolidated basis
21.	Semi Professional Assistant (Library)	5200-20200+GP. 2800	20,600 – 65,500 (Level 10)
22.	Library Assistant	5200-20200+GP. 2000	18,500 – 58,600 (Level 6)
23.	Library Attendant	5200-20200+GP. 1800	18,000 – 56,900 (Level 4)
24.	Junior Assistant	5200-20200 + GP 2400	19,500 – 62,000 (Level 8)
25.	Hostel Matron (in Women's Hostel)	5200-20200 + GP 2400	19,500 – 62,000 (Level 8)
26.	Driver-Cum-OA	5200-20200 + GP 2400	19,500 – 62,000 (Level 8)
27.	Record Clerk	4800-10000+ GP 1400	15,900 – 50,400 (Level 2)
28.	Electrician-Cum-Plumper	4800-10000+ GP 1400	15,900 – 50,400 (Level 2)
29.	Carpenter	4800-10000+GP 1400	15,900 – 50,400 (Level 2)
30.	Office Assistant (Basic Servant)	4800-10000 + GP 1300	15,700 – 50,000 (Level 1)
31.	Marker-Cum-OA	4800-10000 + GP 1300	15,700 – 50,000 (Level 1)

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